

**THOMAS JEFFERSON NATIONAL
ACCELERATOR FACILITY
(TJNAF)**

**Southeastern Universities Research
Association (SURA)**

**SMALL BUSINESS SUBCONTRACTING
PLAN**

October 1, 2004 - September 30, 2005

1. Policy

It is the continuing policy of SURA to identify, qualify, and utilize small business, HUBZone small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns to the maximum level possible that is consistent with the efficient performance of its Prime Contract with the Department of Energy.

2. Small business subcontracting goals must be updated annually. Subcontracting Goals in 3 below were developed utilizing historical data and planned procurements.

3. a. The following represents the subcontracting goals for SURA for the period of October 1, 2004 - September 30, 2005.

- (i) **Small Business Concerns:** 50% of total planned subcontracting dollars will go to subcontractors who are small business concerns.
- (ii) **Small Disadvantaged Business Concerns:** 15% of total planned subcontracting dollars will go to subcontractors who are small business concerns owned and controlled by socially and economically disadvantaged individuals. This percentage is included in the percentage shown under 3.(a)(i).
- (iii) **Women-Owned Small Business Concerns:** 9.99% of total planned subcontracting dollars will go to Small Business who is Women-Owned. This percentage is included in the percentage shown under 3.(a)(i).
- (iv) **Service-Disabled Veteran-Owned Small Business Concerns:** 3.0% of total planned subcontracting dollars will go to Small Business who is Service-disabled veteran-owned. This percentage is included in the percentage shown under 3.(a)(i).
- (v) **HUBZone Small Business Concerns:** 3.0% of total planned subcontracting dollars will go to Small Business who is in a HUBZone. This percentage is included in the percentage shown under 3(a)(i).

b. The following dollar values correspond to the percentage goals shown in "a" above.

- (i) Total dollars planned to be subcontracted to small business concerns: \$16,900,000.
- (ii) Total dollars planned to be subcontracted to small disadvantaged business concerns: \$5,070,000.
- (iii) Total dollars planned to be subcontracted to women-owned small business concerns: \$3,376,620
- (iv) Total dollars planned to be subcontracted to service-disabled veteran-owned small business concerns: \$1,014,000.
- (v) Total dollars planned to be subcontracted to HUBZone small business concerns: \$1,014,000.

- c. The total estimated dollar value of all planned subcontracting (to Large and Small Business concerns): \$33,800,000.
- 4. **Supplies and Services:** It is anticipated that there is no limitation to the types of Supplies and Services which will be subcontracted to small business, HUBZone small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns.
- 5. **Small Business Program Manager:**

SURA's Director of Business Services has appointed Danny L. Lloyd, SURA's Small Business Program Manager.

SURA's Small Business Program Manager is responsible for:

- a. Administering the SURA Small Business Subcontracting Plan as approved by the Department of Energy, (DOE) and suggesting to the Director of Business Services, revisions as may be appropriate.
- b. Assisting small business, HUBZone small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns by arranging adequate solicitation times to ensure participation by such concerns.
- c. Counseling and discussing subcontracting opportunities with representatives of small business, HUBZone small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns.
- d. Working with DOE and the Small Business Administration (SBA) to locate small business, HUBZone small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns as needed to make the program more effective.
- e. Developing and maintaining bidders' lists of small business, HUBZone small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns.
- f. Assisting Subcontract Administrators and Buyers in finding small business, HUBZone small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns.
- g. Ensuring the procurement packages are structured to permit small business, HUBZone small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns to participate to the maximum extent possible.
- h. Assuring inclusion of small business, HUBZone small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns in all solicitations for products or services that they are capable of providing.
- i. Reviewing applicable solicitations to remove statements, clauses, etc., which may tend to restrict or prohibit participation by small business, HUBZone small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns.

- j. Assuring adherence to the prime contract requirements with respect to the utilization of small business, HUBZone small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns.
- k. Attending or arranging for attendance of company counselors at business opportunity workshops, minority business enterprise seminars, trade fairs, etc.
- l. Conducting or arranging for motivational training for purchasing personnel pursuant to the intent of the Small Business Act and our prime contract.
- m. Monitoring attainment of planned goals.
- n. Preparing and submitting required subcontracting reports.
- o. Coordinating contractor's activities during the conduct of compliance reviews by Federal agencies.
- p. Providing notice to subcontractors concerning penalties and remedies for misrepresentations of business status as small business, HUBZone small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns for the purpose of obtaining a subcontract.
- q. Coordinating any studies or surveys related directly to the contract and required by the laboratory or the Department of Energy to determine the extent of compliance with this plan.
- r. Establishing and administering a "Mentor-protégé program for the Southeastern Universities Research Association, Inc. at the Thomas Jefferson National Accelerator Facility.

6. **Procedures for Implementing the Small Business Subcontracting Plan**

In order to carry out the intent of this plan, Procurement will do the following:

- a. Endeavor to include small business, HUBZone small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns in all competitive procurements.
- b. Request assistance from SURA's Small Business Program Manager when no small business firms are on the bidding list for a procurement over \$25,000.
- c. Utilize the 8A Pilot Program as appropriate.

7. **Outreach efforts will be made as follows:**

- a. Contacts with minority and small business trade associations.
- b. Membership in business development organizations.
- c. Attendance at small and minority business procurement conferences and trade fairs.
- d. Solicit sources from SBA as required.

8. **Assurances:**

- a. SURA will cooperate in any studies or surveys as may be required.
- b. When required, monitor lower tier subcontractor's reports in order to determine the extent of compliance by them with their Subcontracting Plan.
- c. Submit Standard Form 294 (SF-294), Subcontracting Report for Individual Contracts, and Standard Form 295 (SF-295), Summary Subcontract Report as required.

9. **Record:**

The types of records that SURA will maintain to demonstrate procedures have been adopted to comply with the requirements and goals as set forth in this plan include the following:

- a. Source lists of small business, HUBZone small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns.
- b. A record of all purchase orders of small business, HUBZone small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns placed pursuant to this contract, including purchase order number, vendor, and dollar value.
- c. Records to support other outreach efforts: contacts with minority and small business trade association; contacts with business development organizations; attendance at small and minority business procurement conferences and trade fairs.
- d. Periodic totals showing dollar value placed with small business, HUBZone small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns to monitor progress toward the goals.
- e. Maintained records on each subcontract solicitation resulting in an award of more than \$100,000, indicating whether they were small business, HUBZone small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns solicited and if not, why not, and if applicable, the reason award was not made to small business concerns.

10. **Sub-Subcontracts**

SURA agrees that the clause entitled "Utilization of Small Business Concerns" will be included in all subcontracts that offer further subcontracting opportunities. All subcontracts in excess of \$500,000 (\$1M Construction) except small businesses will be required to adopt and comply with a subcontracting plan. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small business, HUBZone small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports, and/or, as time and availability of funds permit, periodic visits to subcontractor's facilities to review applicable records and subcontracting program progress.

Prepared by: **Danny L. Lloyd**
SURA's Small Business Program Manager

Concur:

Signed: _____
Mark Waite

Title: **Director of Business Services**

Date: _____